# Summary of Addresses for the Ginnie Mae Program

#### Type of Action or Information Request

- 1. Obtain general information, Handbooks, brochures, or forms
- Applications, requests for administrative action, and certain requests for submission of information
  - Inquiries concerning mortgagebacked securities
  - Submit application for approval as an issuer
  - Submit application for commitment authority or pool numbers
  - Request CLS statements
  - Submit questions about mortgage eligibility or pool or loan package issuance
  - Submit requests to replace or purchase defective loans
  - Submit requests to terminate pool
  - Report change of issuer's business status, name or address
  - Submit requests for recertification extension
  - Submit request for approval of pledge of servicing

#### Address/Telephone

Ginnie Mae Administrative Services 451 7th Street, S.W. Washington, D.C. 20410-9000 (202) 401-8794

Ginnie Mae
Office of Customer Service or
Office of Multifamily Programs
(as appropriate)
451 7th Street, S.W.
Washington, D.C. 20410-9000

Customer Service (202) 708-1535 Multifamily Programs (202) 708-2043

#### Type of Action or Information Request

Address/Telephone

- Request forbearance approval and submit notices of liquidation
- Request copies of pool advance agreement
- Request Targeted Lending Initiative computer disc
- Submit certificates of insurance, notices of cancellation, notices of embezzlement
- Submit questions about net worth calculation
- Submit notices of adverse agency action
- Request approval of press release or advertising
- Submit notice of document inventory issues
- Submit remaining funds in P&I account on termination
- Submit request for disaster assistance

Vice President
Officer of Customer Service
Ginnie Mae
Attn: Disaster Assistance
Room 6100
451 7<sup>th</sup> Street, S.W.
Washington, D.C. 20410-9000
(202) 708-1535

- Submit questions about disaster assistance
- Submit requests for reinstatement as document custodian
- Submit request for transfer of mortgages registered with MERS

Issuer's Ginnie Mae Account Executive

Ginnie Mae Office of Program Administration 451 7th Street, S.W. Room 6204 Washington, D.C. 20410-9000 (202) 708-2884

#### Type of Action or Information Request

- Submission of pool and loan package documents, agreements, and certifications
  - Transmit or submit pool and loan package documents, including documents for immediate pool or loan package transfer
  - Update and annual changes to the Resolution of Board of Directors and Certification of Authorized Signatures, form HUD 11702
  - Request pre-programmed computer diskette for recertification extension request
  - Submit Master Agreements for servicing, P& I and escrow custodial accounts, and document custodian responsibilities
  - Request to convert a Ginnie Mae I pool to a Ginnie Mae II pool
  - Submit final certification and recertifications
  - Submit requests for transfer of P&I or escrow custodial accounts, document custodian responsibility, and servicing
  - Submit Letters of Credit for pools past due for final certification or recertification
  - Requests for transfer of issuer responsibility, including Pool Transfer System diskette

#### Address/Telephone

#### **Pool Processing Agent**

Ginnie Mae c/o The Chase Manhattan Bank Ginnie Mae Pool Processing Unit 55 Water Street, Room 506 New York, New York 10041 (212) 638-0376

Attn: Letters of Credit Processing Unit (212) 638-6168

#### **Pool Transfers**

Ginnie Mae c/o The Chase Manhattan Bank 55 Water Street, Room 506 New York, New York 10041

Attn: Pool Transfer (212) 638-5952

#### Type of Action or Information Request

#### Address/Telephone

Submit corrected pool and loan package documents

#### New Pool Issuance Help Desk

Ginnie Mae

c/o The Chase Manhattan Bank Ginnie Mae Relationship Services 55 Water Street, Room 506 New York, NY 10041

(212) 638-1079 (800) 349-4662 Fax: (212) 638-8118

#### 4. Financial and pool reports

Submit annual financial reports

#### Review Agent

Ginnie Mae - Special Projects c/o PricewaterhouseCoopers L.L.P. 12902 Federal Systems Park Drive Fairfax, Virginia 22033-4412

Submit quarterly financial reports

Mortgage Bankers Financial Reporting Form P.O. Box 18638

Washington, D.C. 20036-8635

- Request reporting format on
- MBFRF Customer Service Hotline diskette or other information (800) 872-0888 Reports Group
- Submit monthly accounting reports (forms HUD 11710-A, 11710-D, and 11710-E and accompanying documentation)
  - Ginnie Mae Pool Processing

 Submit notice of intent to use magnetic tape or diskette

or BBS software

c/o ASC-GSG One Curie Court Rockville, MD 20850-4310 1 (888) GINNIE4

- Obtain Basic Accounting Manual
- Request information and obtain IIS

**IIS/BBS** Information 1 (888) GINNIE 4 Option 2

Submit monthly accounting reports (forms HUD 11710-A and 11710-E) through the Ginnie Mae IIS or BBS.

IIS/BBS (703) 633-3918

#### Type of Action or Information Request Address/Telephone Ginnie Mae - Loan Level Processing Submit Quarterly Loan Level c/o ASC-GSG Reports One Curie Court Rockville, MD 20850-4310 Ginnie Mae - Custodial Bank Quarterly Custodial Bank Account Certifications Accounts c/o ASC-GSG One Curie Court Rockville, MD 20850-4310 5. Soldiers' and Sailors' Civil Relief Act Ginnie Mae - SSCRA c/o ASC-GSG Submit SSCRA mortgage eligibility One Curie Court information Rockville, MD 20850-4310 Submit Requests for Reimbursement Obtain IIS software 1 (888) GINNIE 4 Option 2 1 (888) GINNIE 4 Option 4 Inquiries concerning SSCRA requirements 6. Remaining Principal Balances (RPB) The RPB Contractor reports and corrections Global Payment Systems If submitted via electronic (800) 944-2020 or (404) 728-2376 transmission or voice: Global Payment Systems If submitted by magnetic tape or Attn: Production Control hard copy: 4 Corporate Square Obtain information on reporting Atlanta, Georgia 30329-2010 media Central Paying and Transfer Agent Obtain RPB Report Identification Number Ginnie Mae c/o The Chase Manhattan Bank Address and phone number of RPB 55 Water Street, Room 506 contractor New York, New York 10041

Reporting instructions

(212) 638-6705

#### Type of Action or Information Request

## 7. Ginnie*NET*

- Ginnie NET software, hardware, and information
- Submission of EDI Agreements and Enrollment Administrator and GinnieNET Authorized Signatories forms

#### Address/Telephone

Ginnie Mae c/o Ginnie NET Customer Service 55 Water Street, Room 506 New York, New York 10041 (800) 234-GNMA

#### 8. ACH Debits

- Submit debit authorization
- Arrange test debit
- Advise of changes
- Report monthly aggregate guaranty fee

#### Central Paying and Transfer Agent

Ginnie Mae c/o The Chase Manhattan Bank 55 Water Street New York, New York 10041 (212) 638-6705

Ginnie Mae I Guaranty Fee Reporting System (212) 425-8030

#### 9. The book-entry system

- Book-entry delivery procedures
- Limited purpose accounts
- Electronic payments to security holders
- Electronic reporting of form HUD 11714 information
- Construction loan conversion notifications

The Mortgage-Backed Securities Division of The Depository Trust Company Att: MBS Division Operations Manager 55 Water Street, 3rd Floor New York, New York 10041 (212) 855-1870 - Thomas Ashdown (212) 855-1877 - Peter Sessa

MBSCC & Co. Att: P&I Department 55 Water Street, 3rd Floor New York, NY 10041

#### Type of Action or Information Request

### 10. Matters involving securities

- Issuance and transfer of certificated securities
- Lost, damaged, or stolen securities
- Surrender of securities for cancellation
- Cancellation on pool termination
- Lost Instrument Bond approval
- Transfer advice questions
- Undelivered security holder payments, returned payments, and checks not presented
- 11. Request for employer identification numbers for pools or loan packages
- 12. Delinquency compliance

#### Address/Telephone

#### Central Paying and Transfer Agent

Ginnie Mae c/o The Chase Manhattan Bank 55 Water Street, Room 506 New York, New York 10041 (800) 234-GNMA

Ginnie Mae — Relationship Services c/o The Chase Manhattan Bank Attention: Customer Service 55 Water Street, Room 506 New York, New York 10041 (800) 352-3411 (212) 638-5455

Internal Revenue Service Center Entity Control Office (see Appendix III-8 for address of appropriate center)

#### Compliance Review Agent

Ginnie Mae c/o Deloitte & Touche LLP 1900 M Street, N.W. Washington, D.C. 20036-3564 (202) 955-4000